•Salmon Columns = Use "hidden" columns -- for BOS Staff use only -- Hide these Columns before sending schedule to AQ Users.

•Grey Columns = not hidden can be sent to AQ Users Send only the gr	ey columns to AQ Users. *Blue dates: Not the normal formula day
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1 BOT MEETING DATE = 4th Thu.	2 SEND DEADLINE REMINDER = Thu., 4 wks before meeting	3 DEADLINE for AGENCY HEADS to SUBMIT ITEMS = Tue., 3 wks before meeting	4 1) PREP 1ST DRAFT AGENDA. = Wed., 2 wks before meeting	5 AGENDA-REVIEW MEETING DATE = Mon., 1 wk before meeting	6 PACKET DISTRIBUTION DAY = Wed., 1 wk before meeting	7 POSTING DAY = Tue., 2 days before meeting	8 COMMENTS
01/26/23	12/29/22	01/03/23	01/11/23	01/17/23	01/18/23	01/24/23	
02/23/23	01/26/23	01/31/23	02/08/23	02/13/23	02/15/23	02/21/23	
06/22/23	05/25/23	05/30/23	06/07/23	06/12/23	06/14/23	06/20/23	
09/28/23	08/31/23	09/05/23	09/13/23	09/18/23	09/20/23	09/26/23	
11/16/23	10/19/23	10/24/23	11/01/23	11/06/23	11/08/23	11/14/23	

***The
YCEBT is
required to
meet at least
once each
quarter.
Special
Sessions
may be
optional***